



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Staff Services Analyst

Monthly Salary: \$2,817 - \$4,446

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-5157-050

Refer to Job ID#10-BQM

Final Filing Date: August 28, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the general supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) is a subject matter generalist performing work of average difficulty. The SSA may be assigned to review analytical studies and surveys; review and make recommendations on program policies, procedures; utilize a variety of analytical techniques to review and make recommendations on a broad spectrum of administrative and program related problems; and review and analyze proposed legislation and advise management on impact of the legislation.

- The SSA is responsible for assisting in the initial and ongoing development and revision of regulations to implement the Pre-Existing Condition Insurance Program (PCIP).
- Works with the Third Party Administrator (TPA) to ensure benefit descriptions and subscriber materials are accurate and comply with the federal Patient Protection and Affordable Care Act.
- Participates in monitoring plan compliance with all aspects of the benefits portion of the TPA's contract, federal requirements, and state and federal regulations.
- Assists in researching and preparing benefits related TPA contract amendments.
- Assists in the review and approval of all TPA subscriber materials, including but not limited to, identification cards, information brochures, Evidence Of Coverage, provider directories and other subscriber communications.
- Assists in the monitoring of state and federal legislation and assists in analyzing the impact on the program.
- Assists in the preparation of summary reports and recommendations to management on the impact of changes in state and/or federal regulations or legislation.
- Assists in the preparation of reports to the Board regarding the TPA's performance.

DESIRABLE QUALIFICATIONS

- A desire and enthusiasm to learn.
- Ability to take initiative and learn about new programs.
- Excellent written and oral communication skills
- Proficient computer skills in Word, Excel, and PowerPoint
- Strong analytical and research skills

- An interest in learning about contract monitoring, terminology and analytical skills to evaluate contractor performance.
- Ability to manage multiple projects and complete assignments on time.
- An interest in improving health care access and quality to underserved populations.
- An interest in learning about the regulation development process.

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Performs other duties as assigned.
- Demonstrates a willingness and ability to be a team player.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-BQM and Position # 443-600-5157-050 and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 28, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.